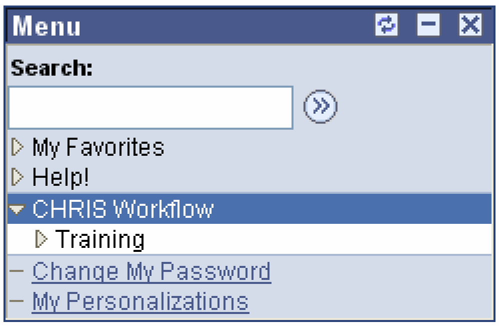
Training Requests Using CHRIS Workflow

NOTE:

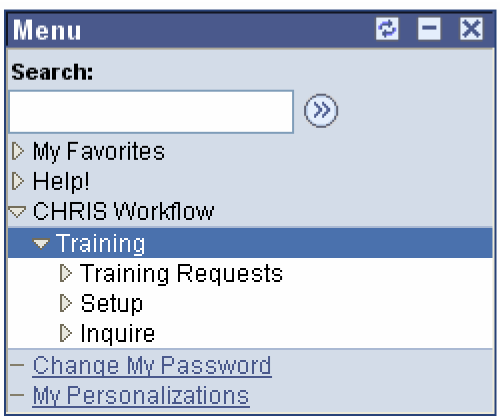
To request training through CHRIS Workflow, users MUST have a completed Workflow Profile. If you have not set up your Workflow Profile or if not sure if yours is compliant, go back to the previous page: http://www.eh.doe.gov/administration/training/workflow.htm and follow the appropriate instructions.

Create Training Request:

1. Log onto Employee Self Service (ESS) https://mis.doe.gov/ess
2. Connect to CHRIS/PeopleSoft
3. **Click on:**
   - **CHRIS Workflow**



   - **Training**



   - **Training Requests**

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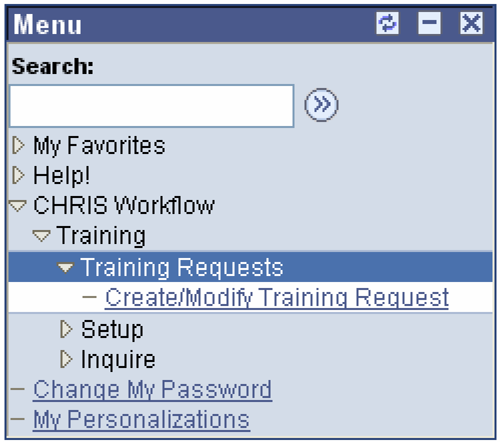
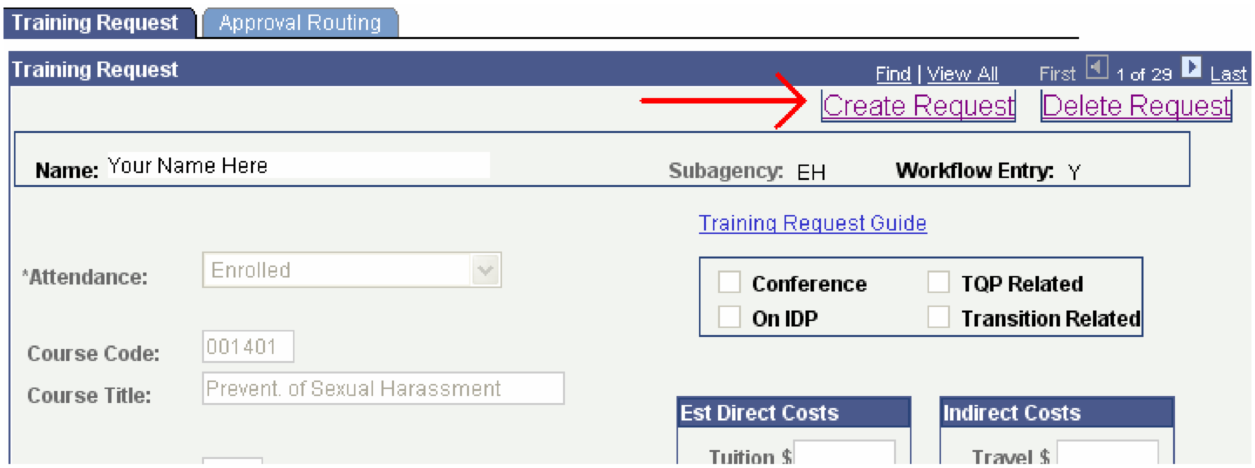
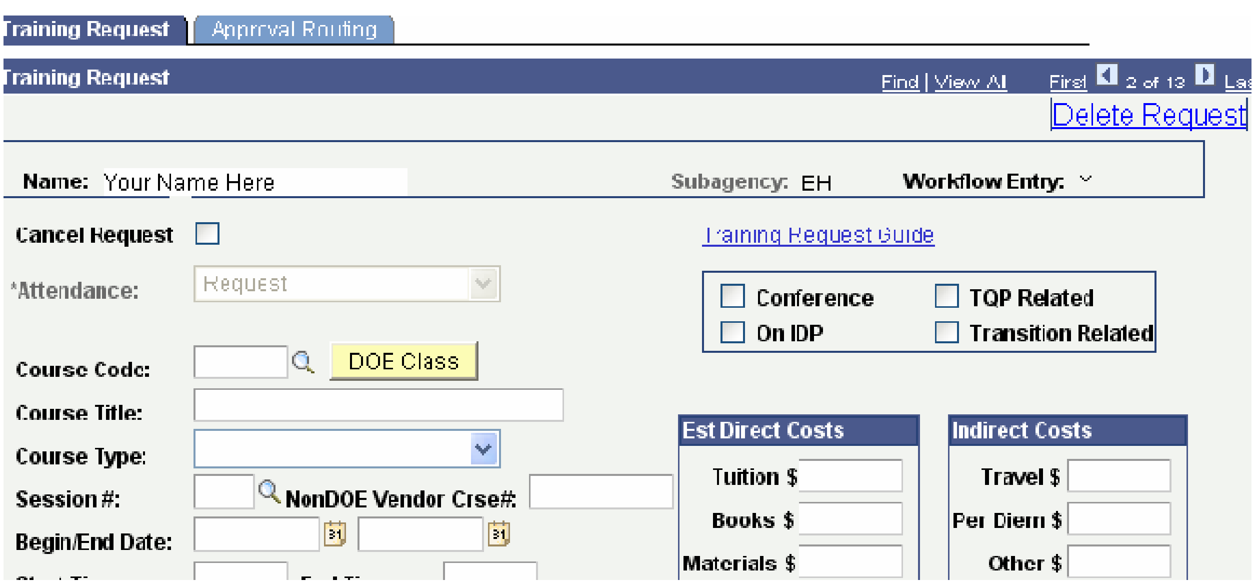


- **Create/Modify Training Request**

4. **Click "Create Request"** on the Training Request Tab above and to the right of your name



5. A blank Request will come up



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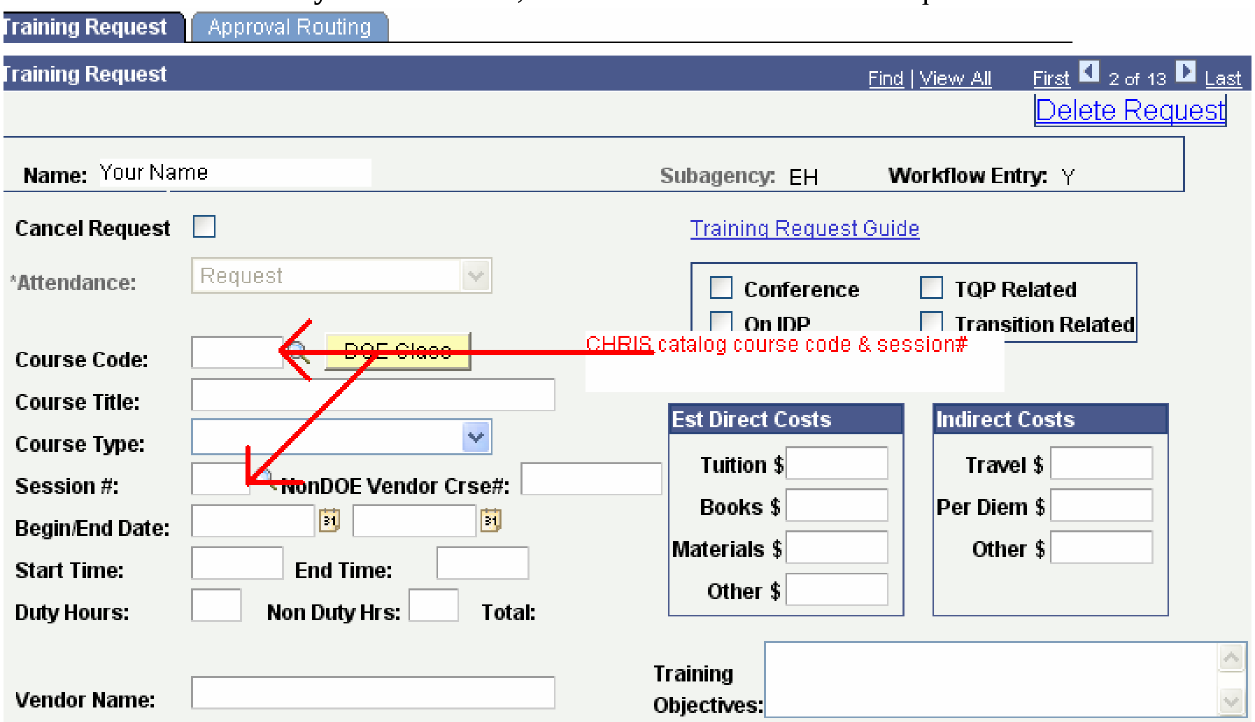
6. If the training you're requesting **has** a CHRIS Course Code & Session # - see below
If the training your're requesting **does not have** a CHRIS Course Code & Session # (or if given by outside vendor), skip to item # 7 in the instructions.

Request using CHRIS Course Code & Session #:

- **Enter** the CHRIS Course Code in the "Course Code" box
- **Enter** the course Session # in the "Session#" box
- **Hit** you're **Tab key** – form will go into *Processing* mode and a pre-filled form will appear
- **Verify** correct course, date and time show on the Request form



- **Next** indicate (if applicable) training related type (see below) by checking appropriate box

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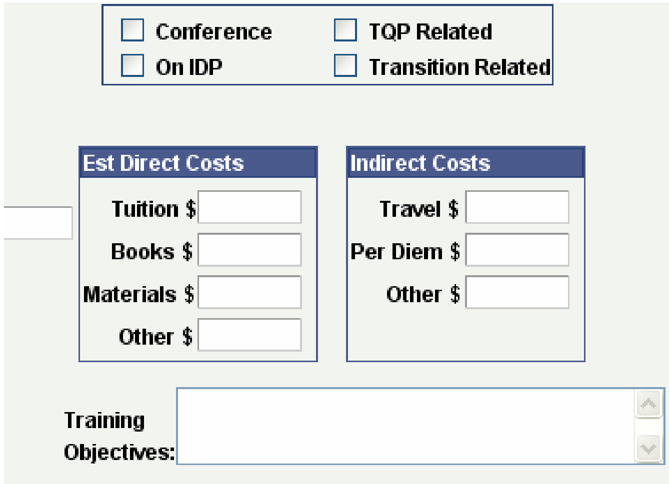
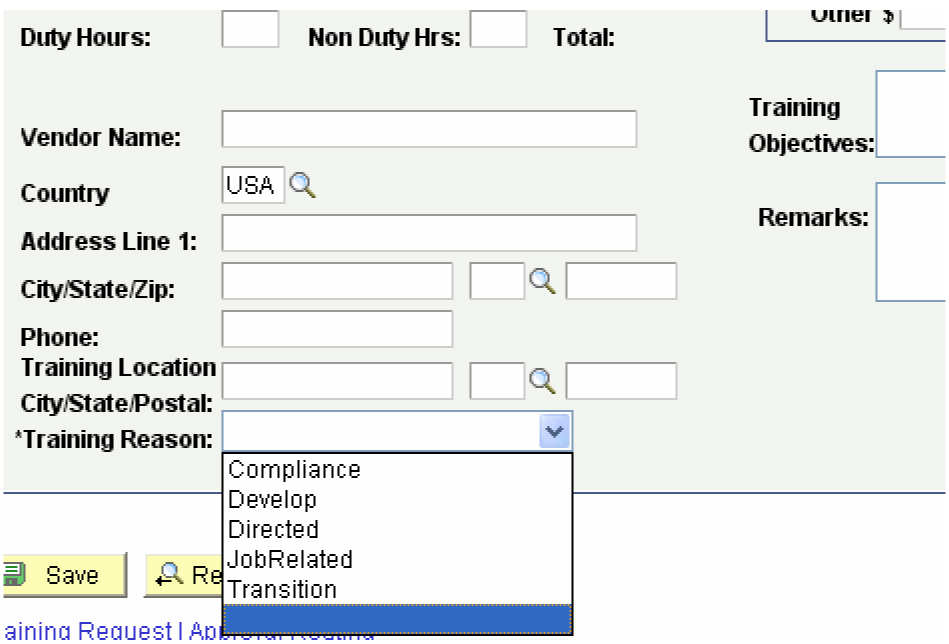
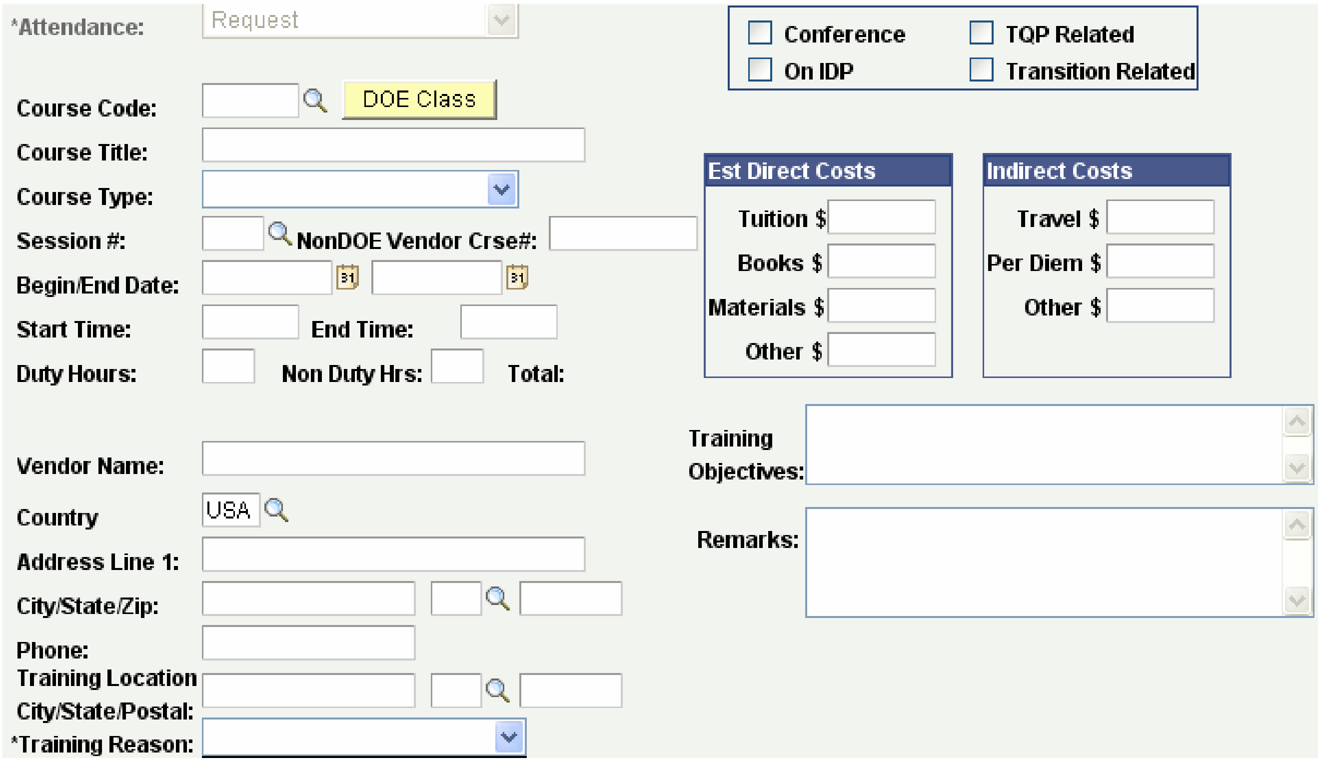


- **Then** fill in any **Costs and Training Objectives** if any
- **Scroll down** to bottom left corner of request to Training Reason



- Select appropriate reason from Drop Down Menu
- Once the system has *processed* this
- **Go to** and **click on** the "**SAVE**" button on the bottom left of screen
- When "Saved" has appeared in the upper right corner of form, the request has been completed and submitted to your supervisor – you are done with this request.
  - Another form of verification that your request was submitted to your supervisor, is to scroll down to the bottom left of form and it should read that it was ***submitted successfully***.

7. Request without CHRIS codes (outside vendors, etc.):



NOTE: With each entry or selection the system will *"process"* the information before you can enter the next entry of selection, this action is identified in the upper right corner of your screen when the word "Processing" appears, then disappears when finshed.

- **Check** appropriate box for type related training (if applicable)
  - Conference, TQP, On IDP, or Transition
- **Enter** Course Title
- **Select** Course Type from drop down list
- **If** vendor has supplied a course # then enter that # in the **NonDOE Vendor Crse# box**
- **Enter** Begin/End dates
- **Enter** Start/End times
- **Enter** Duty/Non Duty hours
- **Enter All** Vendor information requested
  - Name, Address, Phone #, etc.
- **Enter All** costs
  - if course costs, you **MUST** GET Vendor's Tax ID #
  - **Enter** "Tax ID# & the number" in the **Remarks** box
- **Enter** text for Training Objective in the Training Objective box
- **Select** appropriate **Training Reason** from Drop Down Menu
- Once the system has *processed* this

- **Go to** and **click on** the "**SAVE**" button on the bottom left of screen
- When "Saved" has appeared in the upper right corner of form, the request has been completed and submitted to your supervisor – you are done with this request.
  - Another form of verification that your request was submitted to your supervisor, is to scroll down to the bottom left of form and it should read that it was ***submitted successfully***.